


Quick Reference Tip Sheet

LAST REVISED DATE: 07/31/2015

General Information




Task	Process Information
Viewing/Reopening an Interpreter Invoice	<p>Invoices that you have saved and/or submitted are stored on the Self-Service Home page in GEARS. Retrieve and view invoices to:</p> <ol style="list-style-type: none"> 1. Continue editing an Invoice that has not been submitted 2. View the status of a submitted Invoice 3. Reopen a denied invoice <p>For more information about entering Interpreter Invoices, please refer to the Creating an Interpreter Invoice tip sheet.</p>

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1.0 Process

This document is intended to provide a quick reference to viewing/reopening Self-Service Interpreter Invoices in GEARS.

STEP	ACTION	DETAILS
1.	<p>AOC Self-Service Invoices</p> <p>On the Invoice Actions page, click the "View Invoices" link</p>	<p>AOC Self-Service Invoices</p> <hr/> <p>Invoice Actions</p> <hr/> <div>    </div> <div> <p>Create Interpreter Invoice</p> <p>Create Juror Invoice</p> <p>View Invoices</p> </div>

6.

The **Interpreter Invoice** page displays. Review the details of the Invoice.

Interpreter Invoice

Payee Information TIN / SSN: 123456789 ☐ Use 'INTERPRET' Vendor

Name 1: JOHN ROBERTS Name 2:

Address Line 1: 1234 ANY STREET Vendor ID: 0000009999

Address Line 2: Short Vendor Name: ROBERTSJ0H-001

Address Line 3:

County:

City: ANY CITY State: MD Postal Code: 21403-1111 Country: USA

Email ID:

Invoice Header Information

Invoice ID: GR0819140100 Invoice Date: 08/19/2014 Buyer: Administrative Office of Court

Court Location: C53-COMM Baltimore County District Ct Requester: LAURA RIVES

Invoice Comments: 2014080100021671 Payment Terms: NET00

Total Amount: 110.00

Invoice Line Information

Expense Type	Description	Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01	Court Certified Interpreter	2.0000	EA	55.00000	110.00

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7.

****FOR DENIED INVOICES****

To reopen a 'Denied' invoice, click the **Reopen Invoice** button, and then click **OK** to confirm the reopen.

Invoices that have been 'Denied' can be updated, including adding additional attachments, rather than having to create a new one.

ORACLE

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Interpreter Invoice

Payee Information TIN / SSN: 111-222-3333 ☐ Use 'INTERPRET' Vendor

Name 1: BURT REYNOLDS Name 2:

Address Line 1: 2222 ANY STREET Vendor ID: 0000001010

Address Line 2: Short Vendor Name: REYNOLDSBU-001

Address Line 3:

County:

City: ANY CITY State: MD Postal Code: 21403-2222 Country: USA

Email ID:

Invoice Header Information

Invoice ID: RE0120150830 Invoice Date: 01/20/2015 Buyer: Administrative Office of Court

Court Location: C74-COMM Baltimore City District Ct Requester: LISA SPRIGGS

Invoice Comments: Payment Terms: NET00

Total Amount: 141.03


Invoice Line Information

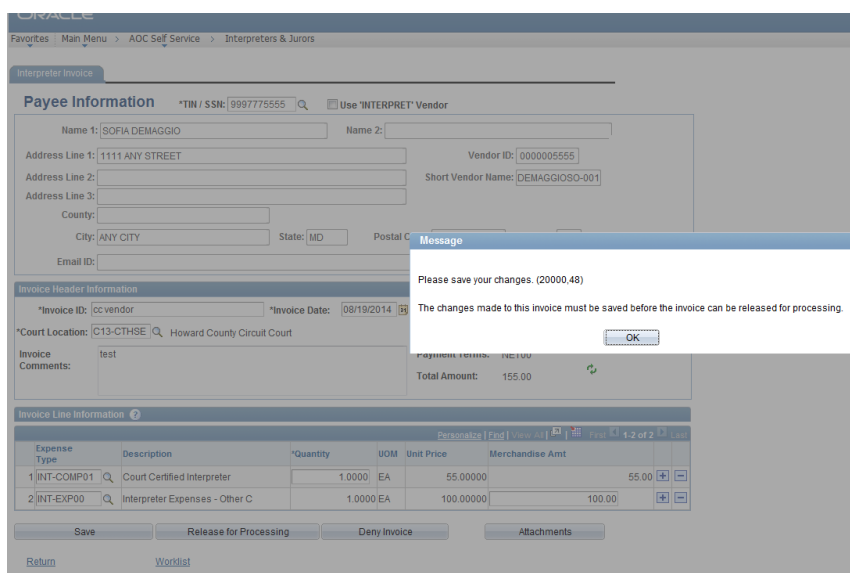
Expense Type	Description	Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01	Court Certified Interpreter	2.0000	EA	55.00000	110.00
2 INT-EXP00	Interpreter Expenses - Other C	1.0000	EA	31.03000	31.03

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8.

****FOR APPROVERS ONLY****

When making edits to an Invoice, you must 'Save' your changes first before 'Release for Processing'. If you make edits to the Invoice and attempt to 'Release for Processing' without first saving, an error message will appear. To correct, click the  button to return to the Interpreter Invoice page. Then, click the **Save** button and lastly, click the **Release for Processing** button.



Payee Information *TIN / SSN: 9997775555 Use 'INTERPRET' Vendor

Name 1: SOFIA DEMAGGIO Name 2:

Address Line 1: 1111 ANY STREET Vendor ID: 0000005555

Address Line 2: Short Vendor Name: DEMAGGIOSO-001

Address Line 3:

County:

City: ANY CITY State: MD Postal Code:

Email ID:

Invoice Header Information

*Invoice ID: cc vendor *Invoice Date: 08/19/2014

*Court Location: C13-CTHSE Howard County Circuit Court

Invoice Comments: test

Payment Terms: NET100

Total Amount: 155.00

Invoice Line Information

Expense Type	Description	Quantity	UOM	Unit Price	Merchandise Amt
1 INT-COMP01	Court Certified Interpreter	1.0000	EA	55.00000	55.00
2 INT-EXP00	Interpreter Expenses - Other C	1.0000	EA	100.00000	100.00

Buttons: Save, Release for Processing, Deny Invoice, Attachments

Return, Worklist

This completes the steps to Viewing/Reopening Interpreter Invoice(s).

**Important**

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer the appropriate User Procedures and/or online references for any corresponding policies regarding this process.